

## JOB ANNOUNCEMENT

### VACANCY #02-FI-OTR-0023

---

|                        |                           |
|------------------------|---------------------------|
| Agency:                | Office of Tax and Revenue |
| Division/Unit:         | Audit Division            |
| Position:              | Supervisory Tax Auditor   |
| Grade/Step:            | MSS-14/1 – 14/10          |
| Salary Range:          | \$71,787 - \$83,666       |
| Area of Consideration: | Unlimited                 |
| Opening Date:          | 4-19-02                   |
| Closing Date:          | Open until filled         |
| Number of Vacancies:   | One                       |

---

#### Position Description:

The incumbent serves as a unit manager in the Audit Division under the general supervision of the Audit Division Manager. Exercises immediate supervision over the office and field audit efforts of the unit, which may include individual income, corporate and unincorporated franchise, sales and use, personal property, and various excise tax returns and reports to determine the extent of tax liability. Conducts negotiations and/or informal hearings with both taxpayers and their representatives in connection with audits. Assigns work including tax returns, or related investigations selected for audit, and special assignments as required. Answers questions, counsels tax auditors on policy, procedures, laws, regulations, court decisions, precedents, accounting principles, auditing and examining techniques, and other matters relating to administrative aspects of their work. Appears before civic groups, business and professional associations, trade groups and on radio and/or television programs.

Must have full professional knowledge of accounting and auditing principles and procedures with knowledge of correspondence and interview techniques used in preparing audits of tax returns. The ability to plan, direct, assign and monitor work and must have strong analytical skills to develop recommendations in the areas of problem resolution and proposing new initiatives. Must be able to communicate both orally and in writing and have the ability to apply practices, theories, techniques and methodologies of management to problems assigned.

#### Submission Information:

To: Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

**Submission Materials:** DC2000 (employment application) or Resume and cover letter

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*